

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

DD/S ~~INDUSTRIAL~~
FILE Training

FROM:

EXTENSION

NO.

DTR 1429

DATE

22 June 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Training

23 June 64

s/MB

h/w by Mr. Baird: "O/DCL, 35-50 persons, have already heard one or the other of the DDS presentations or will attend those of DDI, DDP or DDS&T."

2.

Deputy Director for Support

25 June 64

s/RHW

3.

DTR

4.

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A-EO-DD/S:RHW:maq

10. Distribution:

Orig - DTR w/O of DD/S 64-3479 w/att

11.

1 - DD/S Subject w/ccy of DD/S 64-3479 w/att

1 - DD/S Chrono

DD/S 64-3479: Memo dtd 22 June 64 to DD/S via DTR fm [redacted], subj:

12.

Reorientation in Supervisory Responsibilities

13.

14.

15.

22 June 1968

MEMORANDUM FOR : Deputy Director for Support
THROUGH : Director of Training
SUBJECT : Reorientation in Supervisory
Responsibilities

25X1 1. After consulting representatives of the DDP (Mr. [redacted] the DDI (Messrs. Paul Borel, [redacted] and the DDS&T (Mr. [redacted]), I have prepared the attached programs and schedules for the Reorientation in Supervisory Responsibilities. These suggested programs vary somewhat from one Directorate to another.

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2. The consultants named above had each attended at least one of the presentations of this program to the DDS supervisors, and all were enthusiastic about having supervisors of their Directorates attend a similar program. They plan to talk personally with the DDS Office Heads listed to speak and to suggest to them aspects of supervision which they believe will be of particular value to their Directorates. In general, though, they liked the presentations to the DDS and want the talks to remain basically the same.

3. There was unanimous agreement that the programs should be limited to a half day. As to timing, I have listed the dates proposed by the representatives of the three Directorates on the attachments; these dates were set to meet the convenience of the Deputy Directors or for other reasons given.

4. There is no panel discussion listed on the DDP and DDS&T programs. Those consulted in these two Directorates think it preferable that written questions from the audience be

SUBJECT: Reorientation in Supervisory Responsibilities

given to Mr. Kirkpatrick, who may or may not, as he sees fit, answer them during the final segment of the program.

5. Questioned as to whether you would wish to take part in any of these programs, I expressed the opinion that you might be open to an invitation from any of the other Deputy Directors to participate. [] hoped you would repeat the talk you gave DDS supervisors, or a similar one, for DDS&T supervisors. Those I consulted in the DDI hoped you would at least sit as a member of the panel. (I have included your name on the proposed programs.)

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6. In each of the Directorates, the determination of who should attend is already under way. We expect that five more presentations will suffice: two each for the DDI and the DDP, one for the DDS&T.

7. Planning will continue, but no concrete steps will be taken until I am informed of approval for the programs and schedules.

8. Comments on the 9 June program have been received from the Offices of Communications, Logistics, and Training. When all are in I will report the results to you.

SIGNED

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Attachments:

1. Program for the DDP
2. Program for the DDI
3. Program for the DDS&T

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDP Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (introduced by Mr. Helms)
	0920-0950	Deputy Director for Plans (Supervision in the DDP)
	0950-1025	Director of Personnel (personnel problems and supervisors' responsibilities)
	1025-1045	Break
	1045-1105	Director of Security (security responsibilities of DDP supervisors)
	1105-1140	Chief, Medical Staff (health responsibilities of supervisors)
	1140-1240	Executive Director-Comptroller (questions, additional remarks)
Tentative Dates	21 and 28 July	

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDI Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (Introduced by Mr. Cline)
	0920-1000	Deputy Director for Intelligence (supervision in the DDI)
	1000-1030	Director of Personnel (personnel problems and supervisors' responsibilities)
	1030-1050	Break
	1050-1130	Chief, Medical Staff (health responsibilities of supervisors)
	1130-1230	Panel Discussion: Mr. Kirkpatrick, Chairman Mr. Cline Colonel White Mr. Echols Dr. Tietjen Mr. Borel
Tentative Dates	13 and 20 August (Mr. Cline will be away from Headquarters until about 15 July.)	

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDS&T Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (introduced by Dr. Wheelon)
	0920-0950	Deputy Director for Science and Tech- nology (aims of the meeting; philosophy of managing S&T personnel; problems)
	0950-1015	Director of Personnel (personnel problems and supervisors' responsibilities)
	1015-1035	Break
	1035-1050	Director of Security (security responsibilities of DDS&T supervisors)
	1050-1120	Chief, Medical Staff (health responsibilities of supervisors)
	1120-1150	Deputy Director for Support (management of personnel)
	1150-1230	Executive Director-Comptroller (questions, additional remarks)

**Tentative
Dates**

Early autumn. The delay is suggested by for the following reasons: The DDS&T will bring into the Agency during the summer considerable numbers of new people who will need this program; DDS&T personnel are involved in a great deal of travel and many have already made firm commitments to attend conferences, etc.

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